

## SECOND EVALUATION FORM

(to be completed by Intern Mentor)

**Name of Intern****Congregation, Location**

Please complete and share with Intern prior to Intern Supervisor's visit.

**Directions: Based on his/her performance on the Internship to date, evaluate the Intern on a scale of 1 to 5 (1= High, 5=Low) in the four following areas, making comments where appropriate.****I. In relationship to self****Comments**

1. Appears self-confident
2. Self-starter
3. Plans realistically
4. Follows through on plans, meets deadlines
5. Works on own
6. Uses time appropriately
7. Works effectively under pressure
8. Can laugh at self
9. Open to new ideas
10. Learns from experience
11. Dresses appropriately
12. Able to maintain a private life

**Additional  
Comments:****II. In relationship to parishioners****Comments**

1. Sets Christian example
2. Appears self-confident
3. Relates in a helpful way
4. Adaptable, flexible
5. Sensitive to other's needs
6. Able to communicate clearly
7. Listens accurately
8. Takes responsibility
9. Provides needed leadership
10. Willing to delegate to others
11. Able to train others

**Additional  
Comments:**

**III. In relationship to staff****Comments**

1. Committed to enhancing other staff members
2. Cooperative, willing
3. Dependable
4. Shares information
5. Clarifies expectations
6. Articulates needs, feelings
7. Understands roles of other staff members
8. Gives feedback, reaction
9. Maintains confidences
10. Open to feedback, reaction

**Additional  
Comments:****IV. In relationship to functions****Comments**

1. Commitment to public ministry
2. Works with parish structures
3. Speaks well in front of people
4. Able to recruit volunteers
5. Develops PR for programs
6. Sound grasp of theology
7. Able to train/support teachers
8. Able to develop/manage budget
9. Effective children's sermons
10. Maintains class discipline
11. Communicates well as a teacher
12. Able to initiate home visits
13. Relates well with youth
14. Works effectively with adults
15. Provides resources for boards

**Additional  
Comments:**

**V.** Key contribution to the congregation thus far:

**VI.** Biggest area of personal growth:

**VII.** Areas to focus on in time remaining:

**VIII.** Issues/Concerns needing discussion with a DCE Program Director or Intern Supervisor:

**IX.** Other significant observations, thoughts:

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Signature of Congregational Mentor

Date

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Signature of Intern

Date

I have read through and discussed the above form with my Mentor.